MINUTES

MEETING OF STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

December 2, 2003, 10:00 a.m.

Gold Room, Idaho State Capitol
Boise, Idaho

Members Present:	Chief Bruce Allcott, Idaho Fire Chiefs Association
	Bob Burke, Department of Lands
	Michael Candelaria, U.S. Department of Interior
	Director Dan Charboneau, Idaho State Police
	John Cline, Idaho Military Division
	Jerry Goetz, Federal Law Enforcement
	Dia Gainor, Department of Health and Welfare
	Clerk Lee Heinrich, Idaho Association of Counties
	Jaime Herrera, Idaho Department of Correction
	Stephen Jenkins, National Interagency Fire Center
	Mayor Dave Jett, Association of Idaho Cities
	Greg Laragan, Idaho Transportation Department
	Chief Mark Lockwood, Idaho Chiefs of Police Association
	Scott Reinecker, Department of Fish and Game
	Joe Roche, Department of Administration
	Jefferey Rylee (for Mary Halverson), Bureau of Hazardous Materials
	Sheriff Steve Southwick, Idaho Sheriffs Association

Members Absent:	Mary Halverson, Bureau of Hazardous Materials
	Chiarpah Matheson, Idaho Tribal Government

Kathy Ruffalo, Senior Policy Advisor, Office of the Governor, called the meeting to order at 10:00 a.m.

Kathy Ruffalo, facilitator for the initial meeting, asked members to introduce themselves, stating the organization they are with, their interest in the mission, and what they view their agency's role is in regard to the Statewide Interoperability Executive Council (SIEC).

Approximately twenty-five other interested persons were in attendance and introduced themselves to the Council. A sign-in sheet was circulated around the room and a typed copy is attached to these minutes.

Review of Governor Kempthorne's Executive Order

Executive Order No. 2003-07 that establishes the Statewide Interoperability Executive Council was reviewed with a focus on the purposes listed in items a. through h. of the document. Kathy Ruffalo advised that developing a plan and moving forward are critical. She stressed that item h. is a critical charge—providing recommendations to the Governor and Legislature. She said the Governor expects results from this group on this very important issue of statewide interoperability. The recommendations should be reached through a methodical process based on a jointly developed plan and vision that we can all agree on to move forward. The Council is charged with meeting at least four times a year.

Briefing on Federal Communications Commission Changes

Jim Price, Manager-Microwave Services, Department of Administration, briefed the Council on some of the things that the FCC is doing and changes that will affect the ability of public safety communications systems to inter-operate with one another due to new technology and shifts in standards. He distributed a handout that references the NPSTC web site (www.npstc.org) that provides some very good basic information of radio systems. He reviewed the outline of some important dates coming up with the FCC—changes in rules and regulations for a better and more efficient use of radio spectrum.

During a major disaster telephone services and cell phones go out first. When it comes to disaster preparedness and operations in a disaster or event, then backup systems—interoperable systems—are needed to provide the necessary emergency response for the public.

Jim Price and Kathy Ruffalo will develop a matrix of FCC deadlines—a chronology of how things flow for quick reference.

Briefing on Federal Funding Available

Roberta Silva, Bureau Chief – Planning, Grants and Research, Idaho State Police, briefed the Council on federal funding available to fund state interoperability plan and implementation. Idaho State Police manages the law enforcement grants program. She is available and ready to help anyone with the project of a large grant request and to answer questions.

Some of the resources available:
- COPS Grant
- Law Enforcement Block Grant (LEBG)
- ODP
- FEMA
- Law Enforcement Terrorism Prevention Program

Briefing from Office of Domestic Preparedness

Marcelino Galvan and James Gregory, both from the Office of Domestic Preparedness, Department of Homeland Security, were welcomed as two very special guests. Though they attended the meeting mostly to observe, they did speak to the group about grant funding from the federal government and technical assistance possibilities that are available to the SIEC.

The ODP can be considered the one-stop-shop in Washington for federal funding for prevention of terrorism. Under the FY04 program a total of $22,755,000 will be made available to the State of Idaho. ODP is very dedicated to try to solve the problems within the states for radio interoperable communications. ODP has started an interoperable technical assistance program, which is funded by ODP, and can provide the technical assistance needed to resolve the problems.

James Gregory commented on the importance of the SIEC—that there is a statewide strategy so that when those federal grant funds are allocated directly to local jurisdictions those local jurisdictions are investing in the future in accordance with the state strategy.

The federal government has a number of agencies involved in this and has put together the Federal Interoperability Coordinating Committee to try to make sure that the separate federal agencies are in concert with each other when grants are awarded so there is some commonality there. That committee meets as required every six weeks or so.

The Interoperable Communications Technical Assistance Program was established last year to help the states spend dollars as smartly as possible. Technical advisors will come to Idaho at no charge and assist in determining a strategic plan for the state. They can help define a requirements analysis, needs assessment, and basically what technology is available in the area that will help meet the state's strategic goal for the long term—25 to 30 years.

They offered to return for the next meeting and give a prepared detailed briefing on the Interoperable Communications Technical Assistance Program. They will send more information to Bill Bishop in the next couple of weeks for distribution to the SIEC members.

Visit by Governor Kempthorne

Governor Kempthorne dropped by the meeting to express appreciation to the members serving on the Council. He emphasized the goal of statewide interoperability is critically important and that there is no substitute for the ability to be able to communicate in a crisis. In the event of a terrorist act, we will all be required to rise to the occasion. "I'm personally involved in this; I personally believe in this."

Definition of Interoperability

The question was posed, what exactly is meant by *interoperability*? Is there a general definition? Bill Bishop noted that the concept is that communications do not impair in any way the operations. Greg Laragan quoted from the GAO handout: "Public safety officials generally recognize that interoperable communications is the ability to talk with whom they want, when they want, when authorized, but not the ability to talk with everyone all of the time. However, there is no standard definition of communications interoperability."

Overview of GIS

Nathan Bentley, State GIS Coordinator and ITRMC member, talked about the 1996 origin and purpose of the Information Technology Resource Management Council, which helped coordinate the IT policy across the state. He also discussed Geographic Information Systems and the state of GIS in Idaho, noting that 12 state agencies are using GIS in their daily operations; 41 of 44 counties are using GIS or are creating digital parcel mapping. He discussed some of the uses and applications of GIS and how it could be used for disaster management and E911. (PowerPoint presentation handout)

Selection of SIEC Chair

Kathy Ruffalo discussed what would be required of the person selected to chair the SIEC, including time, travel, putting together the agenda, and inviting people to speak. She then asked for nominations. Joe Roche nominated Chief Mark Lockwood (Sandpoint Police Department), which was seconded by Dia Gainor. Members voted and elected Chief Mark Lockwood to chair the Council.

The Council briefly adjourned for lunch at 12:00 noon and reconvened at 12:20 p.m.

Selection of SIEC Vice-Chair

Kathy Ruffalo asked for nominations for Vice-Chair. A suggestion was made to select someone that has a fair amount of technical expertise. Sheriff Southwick nominated Jerry Goetz (Electronics Technician with the FBI) and the nomination was seconded. Members voted and elected Jerry Goetz as Vice-Chair of the SIEC.

Review of Other State Projects and "Best Practices"

Chair Mark Lockwood reviewed what some of the surrounding states are doing in regard to communications interoperability. Some are further along and have the same urban and rural challenges and geographical limitations as Idaho; really good resources. Among those states are:

- Alaska - has done some good things and moving toward finalization
- Montana
- Utah - put together a tremendous system for the Olympics; first responders have GIS capabilities along the Wasatch Front; in-car computer systems; all tapped into RMS system; things at fingertips
- Colorado - similar geographical systems as Idaho; running 800 mhz system

A roundtable discussion ensued with comments, concerns, and ideas heard from several Council members:

- Idaho's microwave system will be totally digital by August; have been told that Idaho has the best microwave backbone of any other state in the west; far ahead of the curve on that. Idaho microwave system now extends down into the Utah area.
- Not only do we have to solve interoperability problem for Idaho but need to look broader and look at our surrounding states, because in a disaster we may be called upon to assist or be able to receive resources from those states (Moscow near Pullman and Coeur d'Alene near Spokane).
- An audit of our resources and what our capabilities are will be crucial to developing a plan.
- Moscow has just contracted with Pullman to do dispatching—out of state; another important reason to consider surrounding states.
- Will there be legislative or state support for funding to do an initial assessment of what is out there?
- We have a new element in ODP and their funding. Maybe we can get ODP to send people out to other states to gather information. We need to be creative in the way we approach this.
- Important that when we do get a plan and something to implement that it is done legislatively. It needs to be legislatively required to keep some from opting out.
- Part of our mission is to come up with some standards and SOPs that will bring everyone along and will provide everything necessary to bring it to the Governor and carry it forward.
- One standard we already have is Project 25. Project 25 equipment is a multi-mode system. A must have for federal funding.
- Beyond that, there is a group at the local level out there right now waiting to hear what this group is going to do, because they are stuck with this plan that says narrow band. Want to go out and license frequencies on either side of their bands for the purpose of maintaining the sanctity of theirs.
- Will require a tremendous communication ability to convey timeframes and guidance to the local level. This needs to be addressed in the short-term before choices are made independently. They are feeling pressure now because they are up against deadlines.
- Communication to the rest of the state is crucial.

- First, find out what is currently being used around the state.
- ODP (Technical Assistance Program, a free service) is willing to help address the very issues being discussed—system review, inventory of equipment. They have experience working with other states and could probably jump-start our process. There may already be a template out there to follow.
- Suggest that SIEC meet again as soon as possible and have a thorough briefing from ODP and some best practices from other states that they have found.
- The E911 Task Force and proposed legislation was discussed. Perhaps take a look at that and see if there is any preliminary legislative language that should be worked into that bill. Kathy Ruffalo will provide a copy of the E911 legislation for review by SIEC prior to the next meeting.
- The time frame for Item h. of the Executive Order was discussed. Recommendations need not be provided right away, unless there is a barrier or something out there that would hinder the Council's ability to develop a plan.

Discussion of Possible Sub-Committees

Chair Lockwood expressed the need to have more information and data before breaking out assignments to sub-committees. Not enough information to make that call today.

Suggestions and comments followed:

- Each Council member could poll their representative groups before the next SIEC meeting to compile data on what is out there.
- Problem identified—what questions should be asked on the survey—frequencies, capabilities, etc.
- BDS did a survey about five years ago and may still have the questions back at the office, which could be used to start.
- Consider a communications sub-committee with all of those agencies that we need to get data from. BDS did put together a point of contact and e-mail address for every public safety agency and every agency in the state with communications. Would need to be re-built, but might consider starting there so that when the survey is ready, there would be somebody to send it to.
- Best practices concept could be used here. It is possible that a good assessment tool has already been developed by a state that is a year or so ahead of us.
- Washington and Oregon are now in the process of inventorying statewide systems.
- Search the FCC for any licensees in the State of Idaho in public service frequencies. Stan Passey of ISP or Jim Price of Microwave Services could do that.

Development of a "Vision Statement"

There was preliminary discussion and ideas for formulating a vision statement for the SIEC. ODP will check for models from other states.

Some language was brainstormed briefly. Chair Lockwood asked members to think about it; check some resources, and adopt a vision statement at the next meeting. Kathy Ruffalo suggested white-boarding some language. She will compile some vision statements and send them out for consideration before the next meeting.

Establishment of Meeting Schedule and Location

Tentatively, the next meeting will be held January 13, 14, or 15, 2004. Council members will be notified of the selected date via e-mail, after ODP representatives have confirmed a date. John Cline offered the state Emergency Operations Center at Gowen Field. Colonel Charboneau offered the Idaho State Police facility in Meridian.

Assignment of Report Preparation to ITRMC Due by December 30

Colonel Charboneau offered and it was agreed that he would make the required report to ITRMC at its next meeting scheduled for December 17.

Other Suggestions

- Send out a news release or summary of issues and timeframes, advising that the Council is making an effort to deal with those issues in a fairly rapid manner.
- Should probably come from Governor's Office.
- John Cline and Kathy Ruffalo will put together a summary.

Thoughts for Next Meeting Agenda

- Kathy Ruffalo will form an agenda and send it out
- E-911 Legislation
- ODP will have some survey ideas and format; other states
- Develop a vision statement; get some ideas out to everyone
- Provide a matrix of FCC dates and deadlines
- Project 25 briefing—
    Don Pfohl, Communications Director at Oregon State Police
    Stephen Jenkins said engineer Steve German at NIFC could brief on
        Project 25 but that Don Pfohl knows both Project 25 and digital trunk and would
        be an excellent person to have at a meeting. Pfohl has an excellent presentation
        he has given at four or five conferences across the United States.
- Briefing on Idaho microwave digital trunk system

Announcement

Stephen Jenkins advised that he chairs the National Wildfire Coordination Group—narrow band/digital for wild land fires. The annual meeting is in Boise on Tuesday, January 27. Project 25 vendors will be there with state-of-the-art equipment. There will be demonstrations and lectures. Send e-mail to all Council members advising them of date, time, and location so that they may put it on their calendars.

Proposed Additions to SIEC Members

- Department of Agriculture representation—probably someone from the Forest Service, in addition to the National Interagency Fire Center
- Highway Districts
- Mountain Home Air Force Base
- INEEL
- Idaho Mountain Search & Rescue

John Cline and Bill Bishop will work with Kathy Ruffalo to make invitations from Governor's Office for them to attend next meeting.

The meeting was adjourned at 1:25 p.m. by Chair Mark Lockwood.

Respectfully submitted,

Jo McCoy, Secretary
Idaho State Police

GUEST ATTENDANCE

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December 2, 2003, 10:00 a.m.

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Boise, Idaho

Name	Representing	Telephone	E-Mail
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Cory Lyman	Ketchum City Police	726-3819	clyman@ketchumpolice.org
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